

DOTD ADDITIONAL PAY TOOLS (PPM #52)

Contact Vicki Cairns with HQ HR at (225) 379-1246 for more information or assistance.

Problem	Solution
I can't fill a critical vacancy!	Under CS Rule 6.16.2, and with agency approval, you may offer up to a 10% base pay adjustment or lump-sum bonus to a permanent employee to accept a critical vacancy. Employee must commit to position for a minimum of 1 year. The 10% bonus is in addition to any money he/she would receive upon promotion to the position. (Refer to PPM #52 for approval process.)
I want to hire someone who is exceptionally well qualified for my vacancy; however, he/she won't come to work for the minimum starting salary.	Under CS Rule 6.5g, you may offer candidates with exceptional/extraordinary qualifications a starting salary up to the 3rd quartile of the range. Appointing authorities may make job offers after ensuring that all policy requirements have been met. Although no prior approval is required, appointing authorities must submit a letter of justification to HR for CS post-auditing reasons. (Refer to PPM #52.) A 6.5g worksheet is available on the HR Intranet site.
One of my employees just advised me that he/she has a job offer. What can I do to retain him/her?	Under CS Rule 6.16.2, you may offer up to a 10% base pay adjustment to a permanent employee who has a bona fide job offer from a private or non-state public entity. You must verify the job offer and contact HR immediately who will poll SCHR members via e-mail for approval. If 10% is insufficient to match a verified job offer, DOTD may grant 10% and request an additional amount from the CS Commission.
I've advertised my vacancy several times, but am having a hard time hiring someone willing to accept the starting salary. Is there anything that can help me recruit for these positions?	First, is there a Special Entrance Rate (SER) for these positions? If not, contact HR to discuss the possibility of establishing one. If an SER already exists, there are two options available to you: 1. Request an increase in the SER. 2. Request that new hires be granted a 10% base pay adjustment upon attainment of permanent status. Both of these options require SCHR review and recommendation with final approval from the Secretary. (CS Rule 6.16.2)
I'm having a difficult time retaining employees in a certain classification. Is there anything that can help me retain them?	Similar to recruiting employees, you should first determine if there currently is an SER for these positions. If not, contact HR to discuss the possibility of establishing one. If an SER already exists, there are two options available to you: 1. Request an increase in the SER. 2. Request that employees (both permanent and probational) be granted a 10% base pay adjustment. Both of these options require SCHR review and recommendation with final approval from the Secretary. (CS Rule 6.16.2)

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<p>I need to assign additional duties to an employee, but I want him/her to receive compensation for these additional duties. Is this possible?</p>	<p>Under CS Rule 6.16.2, appointing authorities may request up to a 5% base pay adjustment or up to 5% lump-sum payment for performance of additional duties, either temporary or permanent. These requests require SCHR review and recommendation with final approval from the Secretary. Requests for more than 5% must go to the CS Commission for approval.</p>
<p>I have a junior or subordinate employee who is making more money than a senior or supervisory employee. Is there anything I can do to adjust the senior employee's/supervisor's salary?</p>	<p>Under CS Rule 6.16.2, appointing authorities may request up to a 10% base pay adjustment for a senior employee/supervisor who earns less than a junior employee/subordinate <u>due to a specific pay adjustment</u> granted the junior or subordinate employee. The senior employee/supervisor must possess <u>comparable credentials</u> and be <u>in the same career field</u> as the subordinate/junior employee. Requests to adjust salaries of employees in the same <u>job title</u> will not be considered. These requests require SCHR review and recommendation with final approval from the Secretary.</p>

Any requests for pay adjustments which exceed amounts allowed by policy or which are not specifically covered under PPM #52 must be approved by the Civil Service Commission. These requests are first reviewed by the SCHR for consideration and recommendation with final concurrence from the Secretary and then forwarded to Civil Service for placement on the next available Civil Service Commission agenda. Full written justification must accompany these requests.

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Special Entrance Rates (SERs)	
<p>DOTD has authority to establish SERs based on recruiting and/or retention difficulties. DOTD may establish SERs up to the 1st Quartile of the pay range for job titles in the AS Pay Plan, up to the Midpoint for job titles in the TS Pay Plan and up to the 3rd Quartile for job titles in the WS and PS Pay Plans. DOTD may request approval of rates in excess of these limits from the CS Commission. Once an SER is established, all new hires and existing employees cannot be paid below that rate. Provided funds are available, existing employees above the SER may have their salaries adjusted by a rate not to exceed the % difference between the current starting salary and the SER. As a rule of thumb, salaries of affected employees are adjusted by 4%.</p>	

For more information about PPM #52 and available pay tools, please contact Vicki Cairns, HR Manager, at (225) 379-1246 or via e-mail at victoriapcairns@dotd.louisiana.gov.